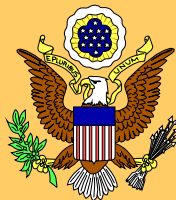


# Joint Mission France Foreign National Student Intern Program Announcement



U.S. Missions to France & OECD

**Open to:** All French National Students

**Deadline  
to apply:**

**At Least Five Months  
Before Start Date**

**Current American Presence Post (APP)  
Internship:** Rennes, France

## **Internship Description:**

The American Presence Post Rennes, covering the regions of Brittany, Normandy, and Pays de Loire, requires a qualified intern to help advance U.S.-France economic and cultural ties. Working with the Principal Officer, the Public Affairs Specialist, and the Economic Specialist, the intern will function as a full participant in all activities of this small diplomatic post. The internship provides an excellent introduction to the broad spectrum of diplomatic activities and international relations. Duties and responsibilities will vary depending on current priorities and the intern's background. Specific duties could include gathering data and drafting analytical reports on political, social, and/or economic issues; helping to organize cultural programs and speaking engagements with cultural and academic institutions; conducting research on U.S. and French businesses operating in Western France, and enhancing our social media accounts. Public Affairs work may include assisting with the international visitor program, helping to coordinate visits and cultural performances, screening media reaction, and preparing remarks for the Principal Officer. Economic and Commercial work may include assisting with commercial advocacy, outreach campaigns, and trade shows. Depending on the intern's interests and language abilities, there may be opportunities for special projects and assisting with official representational functions.

**Gratuitous Service:** There are no benefits attached to this internship opportunity, no compensation, leave accrual, nor any future employment rights.

## **Eligibility Requirements:**

- Must be able to prove French nationality
- Must be at least **20 years** of age.
- Must possess a **baccalaureate diploma/high school diploma** and have completed at least two years of a post-baccalaureate university program (Bac+2)
- Must be currently enrolled in a post baccalaureate program in good academic standing and able to provide a certified transcript to verify academic standing.
- Must complete a "Convention de stage" signed by the current academic institution. The Convention de stage must include school medical insurance.

- Must demonstrate the potential to accomplish the type of work to be performed.
- Must meet the requirements of the advertised internship opportunity.
- Must be able to receive a security certification.
- Must be able to provide a medical certificate from the student's doctor

**Hours:** 35 hours a week, 7 hours daily Monday through Friday

**Internship period:** To be defined

**Duration of this internship:** Eight (8) weeks maximum

**Description of Duties and Responsibilities:**

- Assist in organization of post's commercial advocacy programs with U.S. and French businesses, such as outreach campaigns and trade shows.
- Assist in the planning and execution of cultural and educational programs with range of cultural and academic institutions, such as exchange programs and expert speaker programs.
- Conduct research on U.S. and French businesses operating in Western France and on market opportunities
- Gather data and draft analytical reports on political, social, and/or economic issues
- Prepare daily press summaries
- Draft remarks and correspondence
- Develop content for official social media accounts of interest to French and American audiences
- Assist with office management tasks and other duties as assigned
- Other opportunities for special projects and assisting with official representational functions.

**Required Skills/Qualifications: (These may be tested)**

**1. Education:**

- **Baccalaureate diploma/ high school diploma** and have completed at least two years of a post-baccalaureate university program (Bac+2).

**2. Knowledge:**

- Knowledge of western France's history, culture, and economy; French governmental institutions; Franco-American bilateral relations.

**3. Language Proficiency:**

- English (Writing-Reading-Speaking): Excellent Level.

(Must be able to read, analyze and draft documents in English)

- French (Writing-Reading-Speaking) native speaker.

**4. Skills:**

- Must demonstrate at least standard computer skills, including internet and standard office applications including email, Word, PowerPoint, and Excel
- Must have experience using with social media and ability to use it for professional purposes
- Excellent interpersonal skills and ability to work well in a team
- Strong oral and written communications skills to clearly convey information
- Photography and/or videography skills are desirable.

**Application Filing Procedures:**

**To be considered, intern applicants are asked to submit the following documents:**

- A Curriculum Vitae in English

- A Statement of Interest in English to include your objectives and motivation for seeking this internship opportunity and how your academic coursework and other experiences relate to the internship opportunity you are applying for
- Official enrollment from your educational institution, such as a copy of your student card.
- A copy of your French ID card or passport

**Submit application at least five (5) months prior to your internship period to:**

[ParisInternRecruitment@state.gov](mailto:ParisInternRecruitment@state.gov)

**(Please add “Internship APP Rennes” to the subject line of your e-mail)**

**The U.S. Mission in France provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, political affiliation, marital status, or sexual orientation.**